



# Maharashtra Agricultural Competitiveness Project (MACP)

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## MIS User Manual for Procurement Module

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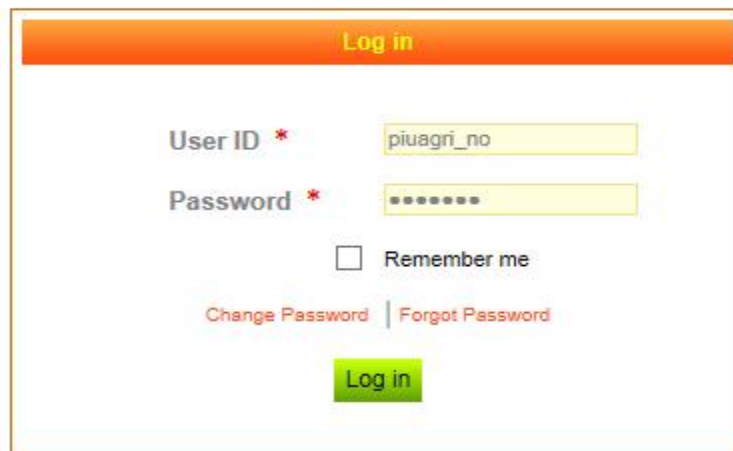
- A. Introduction.....
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## A. Introduction:

- The system has built-in workflows for Procurement Planning, Scheduling, Implementation and Contract Management.
- The system provides access control as per organizational hierarchy.
- The system allows for version maintenance for procurement plans and schedules.
- The system gives detailed break-up of each contract including deliverables and payment milestones.
- The system has provision for contract extensions, revisions and terminations.

### 1.Login Within the system:

- To login within the system user must enter valid login credentials.
- In case of forgot password use link "Forgot Password".
- Password string comes to user's mail id through email.
- To change password Use link "Change password".



The screenshot shows a login form with the following elements:

- Header: Log in
- User ID \*: piuagri\_no
- Password \*: [masked]
- Remember me:
- Change Password | Forgot Password
- Log in button

## 2. Select your role (if applicable):



- Select Consolidated Project Implementation Unit(PIUs)
- Click on Go button.

## 3.Planning:

Choose menu:

Procurement -> Planning



- once user select planning from menu then procurement planning window comes then select appropriate activity for which you want to make procurement plan and then Click on either Add or Search.
- By clicking on Add system will add new plan for selected activity .
- By clicking on Search system will retrieve data record of Activity which you want process.

Finance Procurement M&E Reports

WELCOME : Mr. A S Shitole ( Nodal Officer, PIU - Agriculture ) , Consolidated Project Implementation Units (PIUs)

User has to fill all mandatory fields marked with \*

### Procurement Planning

Create / Search Planning

Select Financial Year: \* 2014-2015

A/C Type: \* PIU-Agri

Cost Table Component: \* B. PIU - AGRICULTURE DEPT

Cost Table Subcomponent: 1. Renovation of office

Major Activity: 1. Renovation of office

Activity: 1. Renovation of office-Renovation of office

Select Appropriate Configuration

Click Here to add Procurement Plan

Add Search

- If user clicks on Add following page appears with different fields.
- Enter appropriate information in each field and click Submit to add record into the system.

Cost Table Component: \* B. PIU - AGRICULTURE DEPT

Cost Table Subcomponent: 1. Renovation of office

Major Activity: 1. Renovation of office

Activity: 1. Renovation of office-Renovation of office

Enter data for selected activity.

### Identify The Activity And Procurement Type

Phase: \* -Select-

Procurement Type: \* Select

Link To Existing Contract:

Procurement Plan Reference No.:

Procurement Description: \*

Procurement Method: \* -Select-

Estimated Cost(In Lakh(s)).

No. of Contract: \*

No. Of Units: \*

PreQualification: No

Review Prior/Post: Prior

District: \*

Expected Bid opening Date: \*

Unit Cost: \*

Domestic Preference: No

Comments: \*

Click Here to submit plan for selected activity.

Click Here to reset entry fields.

Cancel Submit

- If user clicks search button and system won't have a record which matches to what user want then system pop up a notification message as shown in image.

No data found!

**Create / Search Planning**

Select Financial Year: \* 2014-2015

A/C Type: \* PIU-Agri.

Cost Table Component: \* B. PIU - AGRICULTURE DEPT

Cost Table Subcomponent: 1. Renovation of office

Major Activity: 1. Renovation of office

Activity: 1. Renovation of office-Renovation of office

Add Search

Plan has been not done for selected activity.

Click here to search plan if already exists.

- If user click on search then system will show particular plan for selected activity if already exists in system as shown below.
- User can edit or delete the record.

**Procurement Planning**

Page Size: 5

Expected Bid Opening Date *	Comments *	Pre-Qualification *	Domestic Reference *	Review Priority/Post	Edit	Delete Plan *
03/09/2014	Not Applicable.	No	No	No	Edit	Delete

Edit Existing Plan.

Delete existing plan.

#### 4. Initiate Schedule:

Choose Menu:

Procurement -> Initiate Schedule

The screenshot shows a navigation menu with the following items: Finance, Procurement, M&E Reports, and Agriculture. The 'Procurement' menu is expanded, showing sub-items: Planning, Initiate Schedule, Scheduling, Implementation, Manage Contract Details, and Reports. A box labeled '1. Procurement' points to the 'Procurement' menu item, and another box labeled '2. Initiate Schedule' points to the 'Initiate Schedule' sub-item. The background features a banner with the text 'Finance / Procurement' and a welcome message 'WELCOME : Mr. A Agriculture ) , Consolidated Project Implementation Units (PIUs)'.

- once user select Initiate Schedule from menu then Initiate Schedule window comes then enter all the appropriate information and Click on either Show All or Search

By clicking on Search system will retrieve data record of Activity which user want for process (update/delete).

WELCOME : Mr. A S Shitole ( Nodal Officer, PIU - Agriculture ) , Consolidated Project Implementation Units (PIUs)

### Initiate Scheduling

**Search Criteria**

Select Financial Year: \* 2014-2015

A/C Type: \* PIU-Agri.

Procurement Type: \* Goods and Equipments(NCB/ICB)

Cost Table Component: \* B. PIU - AGRICULTURE DEPT

Cost Table Subcomponent: 1. Renovation of office

Major Activity: 1. Renovation of office

Activity: 1. Renovation of office-Renovation of office

Click Here to get list of procurement plans for selected activity.

- Select activity from list for which user want to initiate schedule.
- if selected activity have procurement plan, then it will show in gridview as below.
- Select record/Activity from gridview list using radio button provided in list.
- Then select one radio button either “schedule and implementation at PIU” or “schedule and implementation at Accounting centre”.
- If schedule and implementation at accounting centre is selected then select accounting centre from drop down menu.

Subcomponent: 1. Renovation of office

Major Activity: 1. Renovation of office

Activity: 1. Renovation of office-Renovation of office

**Search Results**

Select Activity from list for which you want to initiate schedule. Page Size: 5

Ref. #	Contract Description	Estimated Cost (In Lakh(s))			Procurement Method
		Contract	Unit Cost	Cost	
<input type="radio"/> Select AP-123	Renovation of Office	4.00	90.00	360.00	International Competitive Bidding (ICB)

**Create New Schedule**

Schedule and Implement at PIU
  Schedule and Implement at Accounting Center

Accounting Center: --Select--

Select Option  
 Click here to initiate schedule.  
 Reset fields.

### 5. Scheduling:

Scheduling

**Make appropriate selections**

Accounting Center:  District:

Procurement Type:  Contract Ref No:

**Click Go button to Schedule the procurement**

Ref Number:	<input type="text" value="ContractorRef01"/>	Component Name:	<input type="text" value="Project Management"/>
Sub-Component Name:	<input type="text" value="Project Coordination Unit a"/>	Contract Description:	<input type="text" value="1) Executive Table for Pro"/>
Responsible Unit:	<input type="text" value="PCU"/>	Concerned Officer:	<input type="text" value="Hon. Project Director, PCU"/>
Concerned Officer's Name:	<input type="text" value="VVVaidya"/>	Estimated Cost (INR):	<input type="text" value="0.62"/>
Estimated Cost (\$):	<input type="text" value="0.01"/>	Procurement Method:	<input type="text" value="Shopping"/>

Scheduling Steps		
Step	Req	Re
Preparation of Specification & Cost Est.		
Request for Quotation Drafted as per WB Procedures	<input type="checkbox"/>	<input type="text"/>
Request for Quotation Put up to Committee	<input type="checkbox"/>	<input type="text"/>
Request for Quotation Approved by Committee	<input checked="" type="checkbox"/>	18/10/2012
RFQ Issue	<input type="checkbox"/>	<input type="text"/>
Quotation Submission Last Date	<input type="checkbox"/>	<input type="text"/>
Quotation Opening	<input type="checkbox"/>	<input type="text"/>
Preparation of Comparative Statement	<input type="checkbox"/>	<input type="text"/>
Approval to Comparative Statement	<input checked="" type="checkbox"/>	31/10/2012

**Select checkbox if the step is required**      **Enter planned date**

**Click submit to create the schedule**



## 6. Implementation:

**Make appropriate selections**

**Implementation**

**Search Schedule**

Accounting Center:  District:

Procurement Type:  Package Ref No:

**Click Go button to Schedule the procurement**

S#:  WB Review Status:

Ref Number:

Sub-Component Name:

Responsible Unit:

Concerned Officer's Name:

Estimated Cost (\$):

Estimated Cost (INR):

Procurement Method:

**Enter actual date**

**Scheduled Steps**

Step	Required	Date	Done	Actual Date	Notes
Preparation of Specification & Cost Estimation	<input checked="" type="checkbox"/>	03/10/2012	<input type="checkbox"/>		
Request for Quotation Drafted as per WB Procedures	<input type="checkbox"/>				
Request for Quotation Put up to Committee	<input type="checkbox"/>				
Request for Quotation Approved by Committee	<input checked="" type="checkbox"/>	18/10/2012			
RFQ Issue	<input type="checkbox"/>				
Quotation Submission Last Date	<input type="checkbox"/>				
Quotation Opening	<input type="checkbox"/>				
Preparation of Comparative Statement	<input type="checkbox"/>				
Approval to Comparative Statement	<input checked="" type="checkbox"/>	31/10/2012	<input checked="" type="checkbox"/>	29/10/2012	

**Select checkbox if the step is completed**

**Enter any notes here**

**Click submit to update or submit the actual schedule**

### 7. Manage contract Details:

**Make appropriate selections**

**Search Contract Reference**

Search Schedule

Accounting Center: PCU      District: Pune

Procurement Type: \* Civil Works      Package Ref No: \* ContractorRef0

**Go**

**Click Go button to enter contract details**

### 7.1 Contract Management – Civil Works

**Contract Management – Civil Works**

Procurement Type

**Enter appropriate details for each step**      Competitive Bidding (ICB)       Shopping

Shopping Details : Step 4

Contract Terminated :  Yes      Remarks :

Upload Documents :  Browse...

**Click Browse to upload relevant documents**

**Submit**   **Cancel**   **<< First**

**Click to Submit contract details**